

**Completed applications may be submitted by
mail, walk-in or e-mail to:**

ATTN: Amanda Cornaglia
City of Gaithersburg Activity Center at Bohrer Park
506 S. Frederick Avenue
Gaithersburg, MD 20877
acornaglia@gaitthersburgmd.gov
For more info, please call 301-258-6350 or go to
www.gaithersburgmd.gov.



Gaithersburg
A CHARACTER COUNTS! CITY

Main Street Farmers and Artists Market
301 Main Street, Gaithersburg, MD 20878
Saturdays, May 2 – November 21
9:00 a.m. – 2 p.m.

Fulks Corner Farmers Market
Corner of Rt. 355 and Fulks Corner Avenue
Thursdays, May 7 – November 19
12:30 p.m. – 6 p.m.

2015 FARMERS MARKET APPLICATION (PREPARED FOOD)

Applications must be received by April 3, 2015. First come, first serve! Preference given to returning vendors in good standing.

Please refer to the Farmers Market Guidelines when completing this application

REGISTRATION BEGINS: City Residents: February 2, Nonresidents: February 9

Please Print Legibly or Type

Vendor Name _____ Business Name _____

Mailing Address _____

Home # _____ Cell # _____ E-mail (Required) _____

MD Tax ID # _____ Location of Kitchen (if different from mailing address) _____

Do you create all of your items? ☐ Yes ☐ No If not, please explain: _____

Is this a full-time or part-time occupation? ☐ F/T ☐ P/T

Are your ingredients: Local Organic Vegan Other Specialty: _____

Payment Accepted Cash Checks Debit/Credit SNAP WIC FMNP

MARKET

Select the market(s) you wish to participate in.

- ☐ ☐ Main Street Farmers and Artists Market
☐ ☐ Fulks Corner Farmers Market

Only one vehicle allowed. Vendors can only purchase one space per market. We will accommodate vendors who need 10'x10 to 10'x30'

FEE

Make checks payable to "City of Gaithersburg". **Fees are per market..**

Application does not guarantee acceptance into the market

- ☐ City Resident \$150
☐ Nonresident \$175

The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act (ADA). Requests must be received at least 3 weeks prior to the start of the market.

Please indicate the ADA accommodations you will need: _____

I certify that the information contained in this application is true, and I will personally be responsible for ensuring the space plan for this market will be carried out in conformance with this application, the guidelines and the Market Coordinator. I further understand that I must submit all applicable permits or certifications along with this application. I certify that I have read, or have been given the opportunity to read, fully understand and agree to abide by R-73-05 (sent upon request), and amendments thereto, the Farmers Market Guidelines, this agreement, and any other applicable law or resolution that is in effect as of the annual starting date of this market.

Signature _____

Date _____

Amount Paid \$ _____ ☐ Cash Check/Money Order # _____

VISA/MC/DISC # _____ Exp. ____ / ____

Signature _____

Print Name _____

Office Use Only: 2015 Farmers Markets
Fulks Corner Market – 41789
Main Street Market - 41790

Rec'd: _____ W E M F Resident: Y N

Date: _____ Initials: _____

ITEMS BROUGHT TO MARKET

(If necessary, attach an additional sheet. Items not listed may not be sold at the market without prior approval from the Market Coordinator.)

PRODUCT	QUANTITY	ESTIMATED SALE DATES

* In addition to me, the following persons are designated my employee/agent/representative:

1) _____ 2) _____ 3) _____

* Do you sell at any other Farmers Markets? If so, please list name, day and time of market below:

* Please list your company websites, including social media.

* Please provide us with a short bio about your farm (or a link to where we can find one online)

* Please circle vendor space size you need: 10' x 30' 10' x 20' 10' x 10'

* Please indicate your vehicle type and dimensions: Type: _____ Dimensions: _____

* Please provide a drawing of your set up/layout in the space below (include vehicle):

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2015 FARMERS MARKET GUIDELINES

MARKET FEES

REGISTRATION BEGINS: City Residents: February 2, Nonresidents: February 9

Application does not guarantee acceptance into the market

Please make checks payable to "City of Gaithersburg" (Fees are per market)

City Resident \$150

Nonresident \$175

Two markets to choose from:

Main Street Farmers and Artists Market

Fulks Corner Farmers Market

Only one vehicle allowed. Vendors can purchase one space per market, up to 10' x 30'.

REGISTRATION PROCESS

- Please mail, walk-in or e-mail your completed application, copies of any necessary permits and fee to: City of Gaithersburg
ATTN: Amanda Cornaglia, Activity Center at Bohrer Park, 506 S. Frederick Avenue, Gaithersburg, MD 20877.
E-mail: acornaglia@gaithersburgmd.gov
- Once your application has been received, you will be notified with an e-mail confirmation. Please allow 1-2 weeks for processing, after which the Market Coordinator will contact you regarding your status with the market. Vendors who are accepted into the market will receive a vendor packet in mid April with more detailed information about the market. Monies will be returned to applicants who are not accepted into the market. There will be NO refunds once a vendor is accepted into the market.

SPACE ASSIGNMENTS

Only one vehicle is allowed and it must be parked behind your space or in the designated parking area, unless you are dropping off items and moving your truck to a different location outside of the market/market parking area. Vendors can only purchase one space per market. We can accommodate vendors who need a 10'x10' to 10'x30'. **All vendors must provide their own set up which includes tables, chairs, and canopies with weights for windy conditions, and must take responsibility for setup and teardown. Each vendor will also display a neat, legible sign identifying their business.** Spaces will be assigned to all vendors before the market season begins. If accepted into the market, you will receive a vendor packet that includes a map showing you where your space is located. Vendors will be expected to adhere to their assigned space for the entire duration of the market season. Vendors are not permitted to make their own arrangements to change their assigned space. If you have a concern with your space, you must contact the Market Coordinator.

All spaces will be temporarily marked for the first market day. For the remainder of the season, vendors will be expected to know where their space is located. If necessary, vendors should bring the map provided in the vendor packet and a measuring device to ensure that they are setting up within their assigned space and dimensions. Vendors may **ONLY** set up in their assigned space(s).

SET UP/TAKE DOWN

Main Street Farmers and Artists Market: All vendors parking on the grass must arrive at market by 7:30 a.m. and no later. Please note that Artists are scheduled to arrive at market by 8:00 a.m. If you have been approved to bring your vehicle onto the brick/grass you will need to arrive on time in order to ensure that you can get your truck into your space. If you arrive late, you may not be able to get your truck through the Artists, which could result in you not being able to set up that day. Vendors are required to keep their booth open from 9 a.m.-2 p.m. Vendors are not permitted to pack up or leave the market earlier than 2 p.m. All vendors must leave the premises by 3:30 p.m.

Fulks Corner Farmers Market: All farmer vendors may begin arriving by 10 a.m. All vendors must be set up by 12:30 pm, so please time your arrival accordingly. If you arrive late and your space has been taken, you must speak with Market Master upon arrival to determine if you will set up. Vendors are required to keep their booth open from 12:30-6 p.m. Vendors are not permitted to pack up or leave the market earlier than 6 p.m. At 6 p.m., please begin packing up. All vendors must leave the premises by 7:30 p.m. At the discretion of the Market Master, vendors may be permitted to sell prior to 12:30 pm. **Exception:** The Market may close at 5 pm or dusk during November to accommodate the change in daylight hours.

If you know that you will be absent from the market, please call Amanda Cornaglia, Market Coordinator at 301-258-6350 or send an e-mail to acornaglia@gaithersburgmd.gov as soon as you know. Please contact the Coordinator no less than 2 days before the market you will miss, unless in the event of an emergency.

TERMS AND CONDITIONS

- I agree to conduct myself in a professional manner.
- I agree to confine all materials to my assigned space.
- I agree to sell during the entire duration of the market. I understand that leaving prior to closing is disruptive and violators may not be invited back to the market.
- I will not sell produce that is not in season locally.
- I will not sell poor quality produce.
- At least 90% of the produce I sell will be produced by me, unless pre-approved by the City of Gaithersburg representative.
- I will comply with Montgomery County Health Dept. requirements if I sell non-potentially hazardous prepackaged food items such as baked goods, preserves, honey, and dried herbs.
- If applicable, I will display my vehicle pass in the windshield at all times during vending hours.
- I will comply with Maryland Sales Tax requirements if they are applicable to my product.
- I understand that **with prior approval** from the City of Gaithersburg representative, I may include limited commercially produced items that are considered "value enhancing" to the market (example: olive oils, dressings).
- I agree to comply with all federal, state and local regulations.
- I agree to not use profanity, name call or become physically or verbally abusive in any way.
- I agree to be responsible for the behavior of my family, friends, and those designated to act as an employee/agent/representative.
- I agree to not bring my vehicle onto the brick/grass of the market area and understand that only preapproved (by Market Coordinator) farmers or food vendors are permitted to bring vehicles onto the brick/grass.
- I agree to provide garbage receptacles for any waste generated by my booth and further agree to remove that garbage from the market myself. I understand that receptacles provided by the Market are intended for the use of our customers and guests only.
- I agree to be present at every market during the season. If I must miss a market day, I understand that I am required to contact the Market Coordinator no less than two days prior to the market.
- I agree to refrain from smoking or drinking alcohol at the market.
- I agree to not have pets, alcohol, weapons, or illegal/harmful substances with me while selling on City property.
- I agree to provide all items necessary for my booth operation (tables, chairs, canopy, etc.) and further agree to safely and properly secure my canopy/tent and all items in the event of adverse weather conditions. I agree to provide a canopy that is neat, clean and in good repair. I also agree and understand that I am required to have a neat and legible sign at my stand identifying my business.
- **Safety Concerns are a priority for the City.** I will ensure that my inventory, equipment and supplies do not present a safety hazard to the public.
- I agree to sell only items that are listed on this application and approved by the Market Supervisor. I understand that any additional items that I wish to sell must be approved by the Market Supervisor.
- I agree to allow the City to take and/or use photographs, video and/or recordings of my booth for promotional purposes in print or televised advertisements, brochures, postcards, fliers, City website, and other marketing media.
- I understand that the City reserves the right to do inspections at the listed farm locations on this application, at any time without prior notification. I further understand that if found that the farm listed on this application is not producing the products that are sold at the markets, the City reserve the right to prohibit the sales of these products at the market.
- I understand that the Montgomery County Bag Tax does not apply to this market and agree to not collect this from customers.
- I understand that the market will be held even in bad weather and that the choice to participate is entirely mine to make. For the most part, farmers will be present at the market regardless of the weather. If the weather prevents a vendor from attending, that vendor must immediately notify the Market Coordinator by phone (301) 258-6350 or e-mail at acornaglia@gaitHERsbuRgmd.gov. The City will not cancel this event

unless safety is of concern. Please call 301-258-6350 or check our website www.gaithersburgmd.gov for the status of the market.

- Vendors may not switch, sublet or apportion spaces to other vendors without prior approval from the Market Supervisor.
- Vendors agree not to hold the City or its employees responsible if they do not make a profit. It is also understood that the City will not be responsible for theft or damage to any items or displays. Vendors assume all responsibility for any loss, damage, claim or other injury to the City or to third parties resulting from use of the site by vendors, or by reason of vendor, their employees, agents, representatives, or to any of the items, materials, goods or other property of the same, whether caused by fire, theft, act of God, accident or any other cause whatsoever, for the period during which the Vendors use the space(s), and shall indemnify and hold harmless the City, its employees, agents and representatives from any and all such loss, damage, claim, injury or other expense relating thereto.
- Vendors agree to be cooperative with the City of Gaithersburg's agents and other vendors, as to have a pleasant and orderly market. City staff reserves the right to remove any vendors who they deem uncooperative.
- The City reserves the right to restrict or prohibit the sale and display of any item(s) deemed inappropriate.
- Participation in the Farmers Market Program by groups or organizations other than City of Gaithersburg Officials, departments or committees, does not constitute City of Gaithersburg endorsement.
- This application does not include participation in City-sponsored events, festivals or flea markets, which require separate fees and pre-registration. Interpretation of these guidelines is at the discretion of City staff.

TERMINATION

The Market reserves the right to terminate this agreement at any time. All terms and conditions shall survive termination.

For more information, please contact Amanda Cornaglia, Market Coordinator at acornaglia@gaithersburgmd.gov or Andi Rosati, Market Supervisor at arosati@gaithersburgmd.gov
301-258-6350